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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) organizations (to include contracted locations), that operate or administer functions and facilities for military Airfield Management. At joint, shared-use, or overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) IAW AFI 37-124, *The Information Collections and Reports (ICR) Management Program*. The use of the name or mark of any specific manufacture, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Chapter 1

GENERAL INFORMATION

1.1. Airfield Facilities and Services.

1.1.1. Airfield facilities must permit safe, efficient, and effective aircraft operations.

1.1.2. Units that operate airfield facilities, including joint-use or overseas facilities, must comply with this instruction.

1.1.3. Airfield Management operations at shared-use installations must comply to the maximum extent possible and develop local procedures with the civil airport manager and air traffic control (ATC) agencies when necessary.

1.1.4. Airfield Management/Base Operations facilities and services may be provided by contract or letter of agreement, if they satisfy the requirements of this instruction (See Chapter 9).

1.2. Waivers. Headquarters Air Force Flight Standards Agency, Airfield Management Division (HQ AFFSA/XAF), 1535 Command Drive, Suite D-309, Andrews AFB, MD 20762-7002 is the approval authority for all waivers to this instruction, except those delegated to MAJCOMs or below.

1.3. Responsibilities.

1.3.1. HQ AFFSA/XAF.

1.3.1.1. Standardizes Air Force Airfield Management procedures.

1.3.1.2. Manages Airfield Management career field.

1.3.1.3. Coordinates with Air Education and Training Command in developing and maintaining the 3/5/7-skill level technical training schools, Military Airfield Manager Course, and Career Development Courses (CDCs).

1.3.1.4. Develops and publishes airfield operations/airfield management training guides/series.

1.3.1.5. Administers the Air Force Airfield Management Awards Program in accordance with (IAW) AFI 36-2807, *Annual Awards Program, Deputy Chief of Staff (DCS), Air and Space Operations*.

1.3.1.6. Manages the Department of Defense (DoD) flight planning system program.

1.3.1.7. Publishes Air Force Instructions (AFIs) 13-213, *Airfield Management*; 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*; Air Force Joint Manual (AFJMAN) 11-213, *Military Flight Data Telecommunication System*, and 1C0X1 Career Field Education and Training Plan (CFETP).

1.3.1.8. In conjunction with MAJCOMs, develops strategic plans for improving Airfield Management and Base Operations.

1.3.1.9. Participates in development and management of the Air Force Air Traffic System Evaluation Programs (ATSEP) (AFI 13-218).

1.3.2. Major Command (MAJCOM).

1.3.2.1. Appoints a MAJCOM Functional Manager (1C091, 1C000, or civilian equivalent) to address command Airfield Management/Base Operations issues.

1.3.2.2. Ensures Airfield Management facilities are manned according to Air Force Manpower Standard (AFMS 13E1).

1.3.2.3. Publishes hours of operations for Base Operations that operate less than 24 hours in the MAJCOM supplements to this AFI.

1.3.2.4. Forwards supplements to this instruction to HQ AFFSA/XAF.

1.3.2.5. Approves placing Base Operations services at any location outside the immediate vicinity of the airfield.

1.3.2.6. Develops Qualification Training Packages (QTPs) for MAJCOM-unique requirements. Provide copies of QTPs to HQ AFFSA/XAF for inclusion as attachments to the CFETP.

1.3.2.7. Screens and selects personnel to attend the Military Airfield Manager Course.

1.3.2.8. Conducts ATSEP program IAW AFI 13-218, *Air Traffic Standardization Evaluation Program.*

1.3.3. Host Wing Commander/Operations Group Commander (OG/CC).

1.3.3.1. Submit waiver requests to this instruction through MAJCOM functional manager to include complete justification statement of operational impact if the waiver is not approved. Additionally, complete wing level coordination to include OG/CC endorsement and, if necessary, provide alternative procedures ensuring an equivalent level of safety is maintained.

1.3.3.2. Establish specific areas for disposal of aircraft external stores, fuel dumping, jettisoning cargo from in-flight aircraft, and aircraft abandonment. Publish this information in the base Airfield Operations Instruction (AOI).

1.3.3.3. Ensure units without US Air Force (USAF) ATC functions will also conduct the Airfield Operations Board (AOB) IAW AFIs 13-203, *Air Traffic Control*, and 13-213.

1.3.3.4. Establish and operate a Base Operations facility. *NOTE:* Flying units at civil airports serving as military host will designate a facility for Airfield Management functions and determine the service extended to transient aircraft.

1.3.3.5. Coordinate flight activities to support the base mission.

1.3.3.6. Ensure Airfield Management operations are supported by agencies such as transportation, civil engineering, safety, services, and security police.

1.3.3.7. Passenger processing is the responsibility of transportation (LG); Airfield Management will not perform passenger processing without MAJCOM/DO authorization.

1.3.3.8. Task local base agencies to develop and support familiarization and safety awareness programs for flightline drivers. (Transportation, safety personnel, unit commanders, and Chief, Airfield Management (CAM)).

1.3.3.9. Ensure the CAM is involved in planning all activities (construction, exercises, deployments, etc.) affecting the use of the airfield environment and facilities (runways, taxiways, parking aprons, control tower, approach control, Navigational Aids (NAVAID), etc.) Certain situations,

such as exercises, sensitive weapons/aircraft movements, etc., may dictate the CAM be designated as a trusted agent.

1.3.3.10. Ensure the Base Weather Station is located near Base Operations.

1.3.3.11. Delineate Supervisor of Flying (SOF), or other agencies, authority as it relates to Airfield Management responsibilities during in-flight/ground emergencies (IFEBird/Aircraft Strike Hazard (BASH) and Bird Watch Conditions (BWC), Runway Surface Condition (RSC), Runway Condition Reading (RCR), runway inspections/checks, etc., in the base AOI.

1.3.3.12. Ensure procedures are established outlining required Airfield Management actions in the event of reduced fire/crash rescue response capability.

1.3.3.13. Ensure representation on the wing operations center (battle staff) during contingencies.

1.3.4. Airfield Operations Flight Commander (AOF/CC). Responsible for the overall operation/ services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and Federal Aviation Administration (FAA) guidelines. (See AFI 13-203)

1.3.5. Airfield Operations Flight Operations Officer (AOF/DO) or Airfield Operations Systems

Officer (AOF/SO). Upon completion of facility certification/rating requirements, the AOF/DO/SO will assist in the overall management of the Airfield Operations Flight by performing duties/projects as assigned by the AOF/CC. (See AFI 13-203)

1.3.6. Chief, Airfield Management (CAM). The CAM works directly for the AOF/CC and manages Airfield Management facilities to ensure effective support to the base flying mission and transient aircrews.

1.3.6.1. Plans, organizes, and directs airfield management activities.

1.3.6.2. Coordinates with primary and mission support activities to reduce common problems, improve procedures, increase efficiency, and provide better airfield management activities.

1.3.6.3. Advises wing staff on all airfield matters that may affect flying operations.

1.3.6.4. Provides guidance at planning board meetings concerning airfield lighting, security, and future airfield construction.

1.3.6.5. Provides liaison between flying community and civil engineers to negotiate impact of airfield construction work on flying operations.

1.3.6.6. Manages the airfield management quality assurance program.

1.3.6.7. The CAM will not be assigned additional duties that could interfere with their responsibilities. (See Chapter 2, *Duties and Responsibilities of the Chief, Airfield Management*.)

1.3.7. Chief, Base Operations (CBO). Works directly for the CAM and manages Base Operations activities to ensure effective support to the base flying mission and transient aircrews. (See Chapter 3, *Resources and Facilities*.)

Training Manager. Appointed in writing by the CAM. Plans, develops, and executes the Airfield Management training program. (See Chapter 8, *Training*.)

1.3.8. Quality Assurance Evaluator (QAE). (Contracted Airfield Management locations)

1.3.8.1. Qualifications. Must hold Air Force Specialty Code (AFSC) 1C071 (TSgt or above) or appropriate civilian GS grade in the GS-2150 series, and have 3 years experience in the Airfield Management career field. MAJCOMs may waive qualification requirements.

1.3.8.2. Responsibilities. Works directly for AOF/CC. Serves as technical expert on Airfield Management duties and responsibilities and assists contracting squadron with the development of Performance Work Statement (PWS). Monitors, evaluates, and certifies contractor compliance with PWS.

1.3.8.3. QAEs will not be given additional duties that conflict with their primary duties.

1.3.8.4. Will accomplish proficiency training at least 8 hours monthly; document and report at AOF Training Review Board. MAJCOMs may waive proficiency training requirements.

1.4. AF Civilian Classification Guidance. Civilian positions will be classified IAW appropriate Office of Personnel Management Position Classification Standards and Air Force Guidance. At present, two series are being used:

1.4.1. GS-2150, Transportation Operations Series. Airfield Management supervisors performing a wide variety of duties and work involving planning, directing, or operating air transportation service and terminal facilities. The CAM will use this series.

1.4.2. GS-2154, Air Traffic Assistance Series. Airfield Management Specialist performing work involving day-to-day direct support of aircrews and airfield management operations.

Chapter 2

DUTIES AND RESPONSIBILITIES OF THE CHIEF, AIRFIELD MANAGEMENT

2.1. CAM.

2.1.1. Qualifications. Must hold AFSC 1C071/1C091 (MSgt or above) or appropriate civilian GS grade in the GS-2150 series, and have 3 years experience in the Airfield Management career field. *NOTE:* Civilian Job Series (i.e., GS-2150, GS-2154) will not be used as duty titles. Duty titles will conform to Chapter 1, paragraph 1.3.6.

2.1.2. All first time CAMs (AF civilians and military) must attend USAF Military Airfield Manager Course within 6 months of assuming CAM duties. MAJCOMs have authority to waive 6 month requirement. (See Chapter 8, *Training*).

2.2. General Responsibilities.

2.2.1. Develop, direct, and manage the airfield to support flying operations IAW USAF, DoD, and FAA guidance.

2.2.2. Ensure Airfield Management activities provide effective support for the base flying mission and transient aircrews.

2.2.3. Establish procedures to determine and report RSC and RCR. (See Chapter 5, *Determining and Reporting RSC and RCR.*)

2.2.4. Ensure Notices to Airmen (NOTAM) are processed IAW AFJMAN 11-208, *Department of Defense Notice to Airmen (NOTAM) System.*

2.2.5. Serve as a member of the base AOB. Track and report the following appropriate items to the AOB:

2.2.5.1. A review of airfield activities, problems, and programs such as:

2.2.5.1.1. Number and status of permanent and temporary airfield waivers.

2.2.5.1.2. Status of flightline driving program to include units visited, number of runway intrusions, and runway intrusion trends.

2.2.5.1.3. Status of deteriorating airfield/runway pavements (use inspection trends, FOD/tire damage comparisons).

2.2.5.1.4. Trend data collected through aircrew questionnaires, BASH, Air Traffic System Analysis (ATSA)/Airfield Operations Standardization Evaluation (AOSE) reports, surveys, etc.

2.2.5.2. Detailed planning and discussions of these items may be addressed at other regularly scheduled meetings, committees, or boards.

2.2.6. Do not authorize aircraft movement on closed or non-operational runways.

2.2.7. Ensure positive control of engineering or contractor personnel working on the airfield. (See Chapter 4, *Flightline Driver's Familiarization Program*)

2.2.8. Initiate NOTAM action for nonprocedural Flight Information Publication (FLIP) changes, as necessary. Inform flying units and ATC agencies of changes/adjustments to the flying environment.

NOTE:

The TERPS section is responsible for making procedural changes to FLIP.

2.2.9. Develop procedures to notify proper agencies when an aircraft carrying hazardous cargo is arriving or departing the base.

2.2.10. Develop a flightline driving/training program and establish procedures to control and identify privately owned vehicles (POVs) that are authorized access to the flightline. POVs on the flightline are discouraged and should be kept to an absolute minimum.

2.2.11. Plan, conduct, and evaluate training IAW AFI 36-2201, *Developing, Managing, and Conducting Training*. (See Chapter 8*, Training*)

2.2.12. Ensure all Airfield Management personnel complete flightline driver certification.

2.2.13. Provide support to tenant units according to host-tenant agreements.

2.2.14. Establish procedures for soliciting and encouraging customer feedback to determine the quality of airfield facilities, programs, and services.

2.2.15. Serves as a member of the Bird Hazard Working Group (BHWG).

2.2.16. CAM has the authority to close/suspend and resume airfield, runway, or taxiway operations, except as designated in the base AOI.

2.2.17. Inform the wing flight safety office of airfield maintenance and construction projects. Coordinate with the wing flight safety office for participation in airfield preconstruction conferences/briefings. Coordinate with the wing flight safety office to support their requirements to accomplish airfield inspections prior to, during, and/or upon completion of airfield maintenance/construction.

2.3. Airfield Inspections and Checks.

2.3.1. Airfield Inspection. Minimum requirement: One per day. CAM ensures personnel authorized to perform airfield inspections are knowledgeable and have an understanding of required distance for obstacles (fixed/mobile) in relation to the runway(s), taxiways, and aprons (AFI 32-1026, *Planning and Design of Airfields*, future AFJMAN 32-1013, *Airfield and Heliport Planning and Design Criteria*). Each unit must have a locally or MAJCOM developed airfield inspection checklist.

2.3.1.1. Airfield inspections are conducted by CAM or trained airfield management representative to:

2.3.1.1.1. Identify violations of established clearance criteria, such as construction activity, tree growth, dirt/snow piles, security police sandbag bunkers, etc., to include perimeter and access roads.

2.3.1.1.2. Identify lighting, marking, and sign discrepancies, to include windcones. Maintain a locally developed airfield lighting chart depicting the number of lights associated with each lighting system. Along with CE Airfield Lighting, use criteria in FAA Order 6850.5, *Maintenance of Lighted Navigational Aids* and Table 2.1 of this AFI, to determine if any identified outages within a particular lighting system renders that system unusable.

2.3.1.1.3. Inspect construction areas to ensure they do not present a hazard to aircraft operations.

2.3.1.1.4. Inspect runways, to include rubber deposits, overruns, taxiways, and parking aprons pavement conditions.

2.3.1.1.5. Report discrepancies/hazardsto the appropriate agencies for correction, document actions taken, and monitor status until corrected.

2.3.1.1.6. Perform a daily visual check of aircraft arresting systems for obvious conditions that could compromise the system's operation (i.e., noticeably loose cable, doughnut spacing, broken rope ties, barrier pad deterioration, etc.) If a possible unsafe condition exists, notify Base Civil Engineers or Fire Department. (See AFI 32-1043, *Managing Aircraft Arresting Systems*.)

NOTE:

A monthly joint airfield inspection comprised of representatives from airfield management, ATC (controller/TERPS), Safety (flight and ground), SOF (host/tenant), CE (waivers/pavements), and Security Police is highly recommended.

2.3.1.2. In addition, airfield management personnel performing airfield inspections must receive local training sufficient to possess an operational understanding of the following:

2.3.1.2.1. Airfield waiver program.

2.3.1.2.2. Air Traffic Control and Landing Systems (ATCALS), aircraft arresting systems, lighting systems, and characteristics.

2.3.1.2.3. Aircraft restrictions and limitations to include weight/engine-run/wing-tip/taxi as published in FLIP and base AOI.

2.3.1.2.4. Snow Removal Plan requirements to include priorities, berm heights, etc.

2.3.1.2.5. BASH program requirements (e.g., bare non-grassy areas, grass heights, ponding, trees/shrubs), responsibilities (e.g., bird/animal sighting surveys), and BWC definitions.

NOTE:

This training will be documented as outlined in Chapter 8, Training.

2.3.2. Airfield Check.

2.3.2.1. Conducted and documented by Airfield Management personnel to examine the primary takeoff, landing, and taxi surfaces in support of:

2.3.2.1.1. IFE/GEs. *NOTE:* If local policy and practice does not require physical response by airfield management to all IFE/GEs or if it is the "SOF's call," the base AOI will specify/clarify those situations. All responses and "SOF calls" will be documented.

2.3.2.1.2. RSC and RCR determination.

2.3.2.1.3. FOD/BASH/habitat control, ponding, etc. *NOTE:* Conduct this check prior to the start of flying activities each day and as required though out the day.

2.3.2.1.4. Nighttime/evening airfield lighting activation (serviceability check). *NOTE:* MAJCOM may waive where appropriate.

2.3.2.1.5. Wide body aircraft arrivals and departures (as required).

2.3.2.1.6. Other events, such as unauthorized aircraft landings, severe weather, flightline driving violations, checks of construction areas, natural disaster (tornado, typhoon, earthquake), etc., to look for conditions that could affect safe runway operation, such as FOD from blown tires, an aircraft mechanical failure, storm debris, and so on.

NOTE:

Wing manpower personnel require information/documentation on airfield checks for validation of unit manpower authorizations.

2.3.2.2. Airfield checks do not substitute for the required daily airfield inspection.

2.3.3. Report hazards to appropriate agencies for correction, document actions taken, and monitor status until corrected. BASH responses will be documented to include: BWC, time of activity, weather conditions, location of activity, species, estimated number of birds/animals, and dispersal method used.

2.4. Coordination.

2.4.1. Coordinate with base civil engineers and local agencies on projects that impact airfield operations.

2.4.1.1. Ensure Airfield Management participates in projects from the planning phase through project completion.

2.4.1.2. No action, particularly construction and installation work, exercises, deployments, etc., affecting the use of airfield facilities or the airfield environment will be made without prior coordination with the CAM.

2.4.2. Coordinate with local flying and tenant units, and ATC agencies on changes or adjustments affecting the local airfield and flying environment. Ensure tenant coordination on airfield changes affecting aircraft parking and support (Maximum-On-Ground or MOG).

2.4.3. Coordinate on all waivers that affect the airfield or flying operations.

2.4.4. Coordinate with Civil Engineers to:

2.4.4.1. Meet AOB requirements of paragraph 2.2.5.

2.4.4.2. Establish a dedicated airfield maintenance team to monitor pavement deterioration and perform required maintenance and repair activities. The team is usually composed of personnel from the Horizontal Shop.

2.4.4.3. Maintain and sweep areas on or next to runways, taxiways, ramps, engine run-up pads, runway overruns, and helicopter landing areas.

2.4.4.4. Control ice and remove snow from the airfield.

2.4.4.5. Establish a runway rubber removal and painting schedule.

2.4.4.6. Maintain airfield lighting systems, markings, and signs.

2.4.4.7. Control height of vegetation on airfield to include overruns, approach surfaces, and areas around airfield lighting.

2.4.4.8. Remove, top, or otherwise control trees penetrating instrument approach surfaces and clear zones or those posing a hazard to safe airfield operations.

2.4.4.9. Provide accurate runway weight bearing restrictions and publish these restrictions in FLIP documents based on current pavement evaluation reports (*NOTE:* CAM must either maintain or have access to these reports.)

2.4.4.10. Provide airfield weight bearing capacity waivers from airfield pavements engineer to accommodate special mission requirements.

2.4.4.11. Perform inspection, maintenance, and certification of aircraft arresting systems (IAW T.O. 35E8-2-1-101, Operation and Service Instructions, USAF Aircraft Arresting Systems). Report status to Airfield Management.

2.4.4.12. Develop a letter of procedure (LOP) to have CE inspect the airfield lighting system to insure system reliability and to report any problems to Airfield Management.

2.4.4.13. Ensure all airfield signs and markings meet location and design requirements of AFIs 32-1026 (future AFJMAN 32-1013), 32-1042, *Standards for Marking Airfields*, 32-1044, *Visual Air Navigation Systems*, Air Force Regulation (AFR) 86-5, *Planning Criteria and Waivers for Airfield Support Facilities*, and applicable Engineering Technical Letters (ETLs). (See Attachment 6, Sample Airfield Design Criteria, for additional references.)

2.4.4.14. When runway end elevations differ by 25 feet from the published field elevations, place markers specifying the correct elevations near the takeoff end of the affected runway (Air Force Manual (AFMAN) 11-217, Vol 1, *Instrument Flying Procedures*). *NOTE:* Coordinate with TERPS to verify runway and field elevations.

2.4.5. Coordinate with Wing Safety on programs for:

2.4.5.1. Bird/animal habitat control. See AFI 91-202, *US Air Force Mishap Prevention Program*, (formerly AFR 127-15) and AFPAM 91-212, *Bird Aircraft Strike Hazard (BASH) Management Techniques*.

2.4.5.2. Designating parking, loading, and servicing aircraft with hazardous cargo or live armament handling (guns, missiles, and bombs) (AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*).

2.4.5.3. Developing and applying base-wide operational plans for responding to aircraft incidents, IFEs, accidents, evacuations, or similar disasters on or off base.

2.4.6. Coordinate with base flying units, Security Police, and local ATC agencies to secure aircraft and prevent unauthorized flights (See AFI 13-207).

2.4.7. Establish or coordinate local procedures to receive computer flight plans sent to the base communications center for transient aircrews.

2.4.8. Coordinate with base officials for the determination, assessment, collection, and disposition of appropriate civil aircraft landing, parking, and storage fees (AFI 10-1001, *Civil Aircraft Landing Permits*). *NOTE:* Fees collected from these activities are categorized as General Fund Receipt Account Collections and are not available for local expenditure (AFR 177-101, *General Accounting and Finance Systems at Base Level* (will convert to Defense Finance and Accounting Service - Denver), AFI 33-110, *Data Administration Program*).

2.5. Emergency Response Vehicle Requirements.

2.5.1. Airfield Management must be equipped with a 4X4 emergency response vehicle(s) (if required, upgrade this to a more appropriate vehicle, i.e., HMMWV) to allow for year-round (snow/ rain) inspection and response to infield and perimeter areas (IFE/GEs, aircraft accidents, airfield inspections, airfield construction, bird control, etc.).

2.5.2. Ensure the Airfield Management emergency response vehicle(s) are marked according to Technical Order 36-1-3.

2.5.3. Dedicated to airfield management and emergency responses.

2.5.4. Equipped with land mobile radio and/or a tunable multi-channel UHF/VHF to monitor aircraft operations on or near the aerodrome.

2.6. Secondary Crash Net (SCN).

2.6.1. Ensure the SCN is installed and operational. *NOTE:* Flight Service Section is normally the activation authority for the SCN.

2.6.2. Establish primary procedures for operation of the SCN and back-up procedures in case of SCN failure.

2.6.3. As a minimum the SCN includes these stations:

2.6.3.1. Flight Service Section (if not activation authority).

2.6.3.2. Fire department.

2.6.3.3. Weather station.

2.6.3.4. Disaster preparedness.

2.6.3.5. Medical facility.

2.6.3.6. Command post.

2.6.3.7. Civil Engineering and Security Police (ANG only).

2.6.4. The Operations Support Squadron Commander (OSS/CC) approves/disapproves all additions and deletions to the SCN.

2.6.5. The CAM is the SCN manager and will develop SCN operating procedures.

2.6.5.1. SCN agencies are limited to agencies requiring emergency action/response to aircraft mishaps.

2.6.5.2. The total number allowed on the net must not exceed the capacity of the system or minimize signal strength and quality.

2.6.5.3. All stations will be equipped with noise reduction feature (push-to-talk handsets or a feature such as a "Confidencor" (a Trademark of National Communications Inc.), that filters out background noise).

2.6.5.4. All stations on the SCN will be on dedicated circuits.

2.6.5.5. Test and document SCN activations daily.

2.6.5.6. Only use the SCN to relay information critical to aircraft and airfield operations. Use other forms of communication to relay noncritical base information.

2.7. Airfield Use and Safety.

2.7.1. Advise local flying units, ATC agencies, and other airfield agencies when conditions affecting the airfield exist. For example, runway or taxiway closures, repairs or construction, temporary obstructions, wing exercise conditions.

2.7.2. CAM will ensure local weather support directive specifies Airfield Management is notified of hazardous weather.

2.7.3. Together with the base civil engineer, wing or group safety, and ATC representatives, conducts an annual review of all waivers to airfield and airspace standards (AFI 32-1026, future AFJMAN 32-1013). Report results to the AOB.

2.7.3.1. Conduct and document a joint inspection, with emphasis on "waiver impact," of affected area(s) after completion of any major runway/apron construction, change or addition to the flying mission, or changes affecting existing aircraft parking/taxi procedures.

2.7.3.2. CAM will maintain a copy of MAJCOM approved airfield waiver packages.

2.7.4. Participate with safety, transient maintenance, flying units, CE, and other appropriate base agencies in the development of areas designated for loading, unloading, arming, and dearming of aircraft with hazardous cargo or live armament. Criteria for designating these areas include security, safety of operations, location of aircraft grounding points, and access for firefighting and rescue personnel and equipment.

2.8. FLIP and Other Documents.

2.8.1. Order FLIP and aeronautical charts for base units according to established distribution procedures. (See AFI 11-201, *Flight Information Publications*, AFI 14-205, *Identifying Requirements for Obtaining and Using Cartographic Geodetic Products and Services*, and *National Imagery Mapping Agency (NIMA) (formerly Defense Mapping Agency) Catalog of Maps, Charts, and Related Products.*

2.8.2. Review and document each new FLIP edition for accuracy and consistency. Compare local base data with like data published in other FLIP products (approach plates, en route supplement, area planning) and base publications (flying directive, wing plans).

2.8.3. Prepare and coordinate FLIP changes with appropriate local agencies prior to submitting IAW General Planning, Chapter 11. AOF/CC signs nonprocedural FLIP change requests.

2.8.4. Report any topographical features in the vicinity of the airport that might affect aircraft operations IAW General Planning, Chapter 11.

2.8.5. When appropriate, include in the "Remarks" section of the FLIP IFR supplement the type and extent of pavement in the touchdown zone (surface one) of the runway and in the roll-out or middle zone of the runway (surface two). For example: "First 1,000 feet of runway 25 and first 2,150 feet of runway 07 are concrete. Middle 5,450 feet of runway 07/25 is a porous friction surface."

2.8.6. Send information on conditions that may adversely affect normal aircraft takeoff or landing performance IAW General Planning, Chapter 11. If the HQ Air Force Civil Engineering Support

Agency (HQ AFCESA) Pavement Surface Effects Team has performed an evaluation, send a copy to the MAJCOM Airfield Management Functional Manager.

2.8.7. Ensure nonstandard approach lighting systems are published in FLIP.

2.9. Aircraft Incidents or Accidents. Establish procedures to ensure Airfield Management personnel do not release the names of personnel allegedly involved in an aircraft incident or accident to agencies outside US Air Force channels. *NOTE:* It is US Air Force policy not to release names to outside agencies, including FAA, without the approval of HQ USAF/XOO.

2.10. Quality Assurance Program.

2.10.1. CAM will review and initial events logs, comparing for obvious airfield related trend data. This includes increases in FOD responses, flightline driving violations, AWDS outages, BASH activity, pavement deterioration, etc.

2.10.2. Conduct an annual self-assessment of Airfield Management and Base Operations Using AFI 13-218 checklists and applicable AFFSA/MAJCOM generated Special Interest Items (SII).

2.10.3. Review and compare ATSA/AOSE, SAV, inspection, etc., reports. *NOTE:* "Crossfeed" information can be obtained from official MAJCOM inspection reports, MAJCOM crossfeed or newsletters, AFFSA Trend Reports, accident investigation results, Airfield Operations Digest articles, e-mail reports, etc.

Table 2.1. Airfield Lighting Systems.

*Remarks:*1. Information covering approach, runway, and visual glide slope indicator lighting is based on FAAO 6850.5, *Maintenance of Lighted Navigation Aids* and HQ AFFSA/XAF/XOF/XOI airfield lighting working group. (*NOTE***:** Tolerances for each system are listed in Chapter 3, Standards and Tolerances, under column Tolerance/Limit, Operating.)
2. Information covering taxiway lighting is based on FAA Advisory Circular 150/5340-26, *Maintenance of Airport Visual Aid Facilities* and HQ AFFSA/XAF/XOF/XOI airfield lighting working group. (*NOTE***:** Tolerances for each system are listed in Appendix 1, Table 7, under column Tolerance/Limit, Operating.)
3. Send NOTAMs IAW AFJMAN 11-208, *The US Military Notice to Airmen (NOTAM)*.
4. When Column D indicates to turn off a lighting system, MAJCOM is the waiver authority for leaving system on.
5. The allowable percentage of unserviceable lights shall not alter the basic pattern of the lighting system. Additionally, an unserviceable light shall not be adjacent to another unserviceable light.
6. Use this table to develop a local airfield lighting chart depicting the number of lights associated with each system.

	A	B	C	D
	Lighting Systems	Component Types	When Outages Exceed	Then

1	Approach	Approach Lighting System with Sequenced Flashing Flashers, Cat 1 and 2 (ALSF-1 and 2), REIL, etc.	FAAO 6850.5, Chapter 3, Standards and Tolerances.	1. Send NOTAM or Airfield Advisory, as necessary. 2. Turn off the affected system. 3. (CAT II or CAT III only) Also send NOTAM indicating affected approach is not available.
2	Runway	Edge Lights--Cat I/II/III, Threshold Lights, Centerline Lights (CL), Touchdown Zone Lights (TDZL), Runway Edge Lights, etc.	FAAO 6850.5, Chapter 3, Standards and Tolerances.	1. Send NOTAM. 2. Turn off the affected system. 3. When threshold lights are the affected system, limit the runway to daytime VFR operations. (*NOTE*: Only turn off Runway End Lights if they are NOT collocated (same fixtures) with the opposite end threshold lights). 4. (CAT II or CAT III only) Also send NOTAM indicating affected approach is not available.
3	Visual Glide Slope Indicators (VGSI)	Visual Approach Slope Indicator (VASI), Precision Approach Path Indicator (PAPI), Pulsed Light Approach Slope Indicator (PLASI)	FAAO 6850.5, Chapter 3, Standards and Tolerances.	1. Send NOTAM. 2. Turn off the affected system.
4	Taxiway (Non-NOTAM)	Edge Lights	FAA Advisory Circular 150/5340-26, Appendix 1, Table 7.	1. Issue Airfield Advisory 2. Turn off the affected system. 3. Close the affected taxiway to aircraft during periods of darkness or low visibility. If all taxiway lighting is controlled by one switch, then the affected taxiway will be blocked.
5		Centerline Lights (Cat II)	FAA Advisory Circular 150/5340-26, Appendix 1, Table 7.	1. Issue Airfield Advisory 2. Turn off the affected system. 3. Close the affected taxiway to aircraft during periods of darkness or low visibility. If all taxiway lighting is controlled by one switch, then the affected taxiway will be blocked.

Chapter 3

RESOURCES AND FACILITIES

3.1. Base Operations. Consists of the Flight Service Section, the Flight Planning Room, and the Aircrew Lounge.

3.1.1. All services will be located in the same building.

3.1.2. Hours of Operation. Publish airfield operating hours in FLIP when less than 24 hours a day, 7 days a week. Publish Base Operations operating hours in FLIP if they differ from the airfield operating hours.

3.2. Chief, Base Operations (CBO).

3.2.1. Qualifications. Must hold AFSC 1C071 or appropriate civilian GS grade in the GS-2150 or GS-2154 series and have 3 years experience in Airfield Management career field. CAM may appoint a 5-skill level to this position during personnel shortages or due to qualifications/experience. *NOTE:* Civilian Job Series (i.e., GS-2150, GS-2154) are not intended for use as duty titles. Duty titles will conform to Chapter 1, paragraph 1.3.7.

3.2.2. Responsibilities:

3.2.2.1. Establish performance standards and procedures for assigned personnel.

3.2.2.2. Coordinate airfield management activities (i.e., runway closures, after duty hours opening of the airfield) with appropriate agencies, such as ATC, civil engineers, and command post.

3.2.2.3. Ensure daily airfield inspections and checks are conducted.

3.2.2.4. Coordinate and monitor airfield construction, repair activities, and facilities maintenance.

3.2.2.5. Review flight plans, traffic logs, NOTAMs, and other supporting flight data information for accuracy, completeness, and conformance to established directives.

3.3. Flight Service Section: Equipment and Facilities. MAJCOM is the waiver authority for equipment and facilities requirements. This section is responsible for processing flight plans and other air traffic related data through the national and international air traffic systems. The flight service section must possess the following equipment:

3.3.1. Telecommunications equipment necessary to process flight data and other air traffic information.

3.3.2. Console Configuration: A console with suitable direct voice line communications to the control tower, radar approach control, FAA agencies, local rescue units, base flying units, Command Post, Security Police, Transient Maintenance, and additional administrative circuits as required. The console includes:

3.3.2.1. Dual extensions of the Primary Crash Alarm System (PCAS).

3.3.2.2. SCN activation capability, with an additional extension for monitoring and training purposes.

3.3.2.3. A single channel ultra high frequency (UHF) radio transceiver and a single channel very high frequency (VHF) radio for pilot-to-dispatcher communications.

3.3.2.4. Radios to communicate with personnel operating on the airfield:

3.3.2.4.1. Disaster response agencies.

3.3.2.4.2. Civil engineers.

3.3.2.4.3. Control tower.

3.3.2.4.4. Transient Maintenance.

3.3.2.4.5. Operations Group Commander (OG/CC).

3.3.2.4.6. Other activities as necessary.

3.3.2.5. A recording device for all communications.

3.3.2.6. A personal computer with Internet capability to access such sites as the DoD NOTAM System, AMC Airfield Suitability and Restrictions Report (ASRR), and Departmental Publishing Electronic Products (This may require additional software such as FormFlow (a trademark of the Symantec company.)

3.3.2.7. Weather/NOTAM computer

3.3.3. An auto-start generator to provide backup power for lighting and all Flight Service Section equipment, to include flight planning equipment; crash alarm system; radios; and telephones.

3.3.4. Classified Information.

3.3.4.1. Facilities to temporarily store transient aircrew classified materials up to and including SECRET.

3.3.4.2. Requests for TOP SECRET storage will be directed to the wing command post.

3.3.4.3. Flight Service Section should maintain only a minimum amount of classified to support the occasional transient aircrew in the event of a compromise, changeover, lengthy maintenance delay, etc.

3.3.4.4. Include an entry in appropriate FLIPs advising aircrews of minimal classified materials available at your location and that they should plan to arrive with appropriate amount. LOP with base Communications Security (COMSEC) custodian should allow for storage of this minimal material in the COMSEC vault and outline procedures for retrieval. *NOTE:* Air Force Manpower Standard (AFMS) 13E1 (Airfield Management) recognizes manpower authorizations only for COMSEC support of the transient aircrew.

3.3.5. Capabilities for advising aircrews on local area flight and taxi procedures. Advisories/diagrams will be developed and located in the Flight Planning Room to ensure transient aircrews are advised of restrictions, hazards, or obstructions as appropriate.

3.3.6. Maintain operating instructions (OI), checklists, logs, etc., to perform the activities and responsibilities listed below. Develop Quick Reaction Checklists (QRC) for emergency situations requiring immediate action. Unless needed for clarity it is not necessary to have duplicate OIs and checklists governing the same subject. CAM will review all OIs/checklists annually for accuracy, consistency, and compliance against current requirements and practices.

3.3.6.1. Inbound and outbound aircraft.

3.3.6.2. Distinguished Visitors (DV) arrivals or departures.

3.3.6.3. Aircraft requiring special handling (air evacuation or hazardous cargo).

3.3.6.4. Airfield restrictions (Prior Permission Required (PPR), Official Business Only (OBO), quiet hours, closures, etc.).

3.3.6.5. Airfield inspections and checks.

3.3.6.6. Flightline driver's familiarization program.

3.3.6.7. FLIP.

3.3.6.8. Weather warnings and advisories.

3.3.6.9. IFE/GEs.

3.3.6.10. BASH responses.

3.3.6.11. Broken Arrow.

3.3.6.12. On/off base accident/incident.

3.3.6.13. Anti-hijacking.

3.3.6.14. Unauthorized landing.

3.3.6.15. Overdue aircraft.

3.3.6.16. Hydrazine incident.

3.3.6.17. Bomb threat.

3.3.6.18. Hung ordinance and hot armament.

3.3.6.19. Runway intrusion.

3.3.6.20. Pyramid alert/recall procedures.

3.3.6.21. NOTAM and Airfield Advisory procedures.

3.3.6.22. Corrective action/coordination for airfield discrepancies.

3.3.6.23. Customs/Agriculture/Immigration.

3.3.7. Current forms and publications. (See Attachment 2, *Publications, Charts, and Forms).*

3.4. Flight Service Section--Staffing and Procedures.

3.4.1. Shift manning requirement:

3.4.1.1. Optimum: One qualified 7-skill level or civilian equivalent, shift supervisor and one qualified 5-skill level or civilian equivalent on duty in the facility.

3.4.1.2. Minimum: Two qualified 5-skill level Airfield Management personnel or civilian equivalent on duty in the facility. **EXCEPTION:** A fully qualified 3-skill level (individual who has completed all OJT and CDCs) may be used in lieu of the second 5-level. **NOTE:** Airfield activities such as snow removal operations, RCR, RSC, airfield checks, aircraft emergencies, BASH

responses, etc., often require one of the two airfield management personnel to be out of the facility.

3.4.2. OG/CC may waive the minimum shift requirement during periods of least amount of flying activity, with one qualified airfield management individual (5/7 level). Waiver must be fully justified in writing and an information copy provided to the MAJCOM. Waiver authority will not be delegated. Airfield Management personnel will not be tasked to support additional duty taskings when operating under a manning waiver. *NOTE:* Any other waiver options require OG/CC coordination and MAJCOM approval.

3.4.2.1. Units operating under a waiver must have procedures to compensate for reduced operating capabilities when shift is reduced to one individual.

3.4.2.2. Exception: (AFRC and ANG) Joint and Shared Use civil airports where MAJCOM does not own the runway is authorized to have one qualified person on shift as workload dictates and as required.

3.4.3. Airfield Management personnel are shift workers. AFMS 13E1 only provides manpower authorizations for peacetime operations; support for taskings, contingencies, details, etc., are above and beyond this manning standard. Airfield Management personnel will not be utilized outside of their UMD authorized duties and responsibilities, unless waived IAW AFI 36-2101, *Classifying Military Personnel*.

3.4.4. Assign two-letter operating initials to each individual for use in daily operations.

3.4.5. Shift changes will involve a thorough shift change briefing from the off-going shift using a locally designed checklist. Document shift change in the AF Form 3616, **Daily Record of Facility Operation**.

3.4.6. Use the AF Form 3616 to record significant incidents/events during each tour of duty. Each Shift Supervisors will print and sign the AF Form 3616 under "Signature of Supervisor(s)" at the end of their shift. Their signature certifies the entries are correct and the form contains all required entries. First entry will state name and operating initials of individuals coming on duty. Annotate all actions on the events log. Detailed documentation may be maintained on other forms or checklists. Maintain events logs and other supporting information in local historical files for at least 1 year.

3.4.6.1. As a minimum, document the following items.

3.4.6.1.1. Shift changes, opening and closing Base Operations.

3.4.6.1.2. Personnel working on the airfield (grass cutters, etc.) and coordination.

3.4.6.1.3. Issue, revision, and cancellation of NOTAMs and Airfield Advisories.

3.4.6.1.4. Airfield inspections, airfield checks.

3.4.6.1.5. RSC/RCR.

3.4.6.1.6. BWC declarations.

3.4.6.1.7. IFE/GEs to include aircraft arresting system engagements.

3.4.6.1.8. Runway intrusions.

3.4.6.1.9. PCAS and SCN tests and activations.

3.4.6.1.10. Active runway/runway changes.

3.4.6.1.11. Weather warnings and advisories.

3.4.6.1.12. Closure of aerodrome, runways, taxiways, or aprons.

3.4.6.1.13. NAVAID and lighting outages.

3.4.6.1.14. Daily inspection of aircraft arresting and lighting systems by Civil Engineers.

3.4.6.1.15. Equipment malfunctions (e.g., AWDS, flight planning, back-up generator).

3.4.6.2. CAM or CBO may specify additional items requiring documentation. The CBO will review each events log and initial the document.

3.4.7. All aircraft departing Air Force installations must have a flight plan on file with Flight Service Section prior to takeoff.

3.4.7.1. Use DD Form 175**, Military Flight Plan;** DD Form 1801**, DoD International Flight Plan,** or other authorized forms IAW AFI 11-206, *General Flight Rules*, and FLIP General Planning. Original flight plans will not be accepted via radio. Locally filed flight plans can be amended via any means prior to departure.

3.4.7.2. Flight plans must be filed in person unless an LOP is established between the CAM and the user(s) (local squadrons, aero club, etc.). These procedures may be published in the base AOI. *NOTE:* User will maintain the original flight plan IAW AFMAN 37-139, *Records Disposition Schedule*, Table 13-7, Rules 3 and 4.

3.5. Flight Planning Room. The Flight Planning Room will be located near the Flight Service Section, but separated from other work areas. The location should be suitable for aircrew mission planning. The Flight Planning Section must have at least:

3.5.1. Well lighted tables with suitable plotting and computing equipment.

3.5.2. A personal computer with Internet capability for aircrews to access such sites as the DoD NOTAM System, AMC Airfield Suitability and Restrictions Report (ASRR), and Departmental Publishing Electronic Products (This may require additional software such as Formflow.) *NOTE:* This requirement may be waived by MAJCOM.

3.5.3. A current large scale airfield diagram depicting at least:

3.5.3.1. The last revision date.

3.5.3.2. Runways and gradients.

3.5.3.3. Taxiways.

3.5.3.4. Aircraft parking and ramp areas.

3.5.3.5. Arming and dearming, hot brake, and hydrazine areas.

3.5.3.6. Aircraft arresting systems (types/location).

3.5.3.7. Hazardous cargo loading/unloading areas.

3.5.3.8. Visual Flight Rules (VFR) and Instrument "INST" holding position markings.

3.5.3.9. Inertial Navigation System (INS) checkpoint coordinates for aircraft parking spots, engine run-up areas, and taxiway apron holding positions.

3.5.3.10. Other information needed for the safe and expeditious handling of aircraft.

3.5.4. At those airfields where intersection departures are permitted, include useable runway distances from appropriate taxiways to runway ends.

3.5.5. Traffic pattern diagrams showing traffic flow for each landing direction. Indicate True North on the diagram. *NOTE:* This diagram will be developed by the AOF/CC and provided to the CAM for display.

3.5.6. Aeronautical charts depicting hazards or other items affecting air navigation in the local area. Use a chart of sufficient scale to show:

3.5.6.1. Local flying areas.

3.5.6.2. Special Use Airspace or other military special operating areas/routes.

3.5.6.3. Airways through the local area.

3.5.6.4. Traffic routes to and from other airports that may conflict with local or transient traffic.

3.5.6.5. Airspace restrictions.

3.5.6.6. Highlighted significant terrain obstructions.

3.5.6.7. Class B, C, and D airspace.

3.5.7. A chart, map, or professional illustration depicting BASH areas.

3.5.8. A chart, provided by the local Terminal Instrument Procedures (TERPS) Specialist, with clearly marked high terrain and obstructions, that penetrate 50:1 obstacle identification surfaces.

3.5.9. NOTAMs (see AFJMAN 11-208). If the flight planning section is not located near the flight service section, make NOTAMs available in the flight service section. *EXCEPTION:* (ANG and AFRC) Aircrews may receive NOTAMs via telephone from FAA Flight Service Station (FSS) agencies, when automated NOTAM equipment is not available. ANG units equipped with CONUS Meteorological Data Service (COMEDS) capability may extract only those NOTAMs required for local area flying. These units will, however, maintain the capability to call up and print NOTAM Summaries and Hourly Updates.

3.5.10. A minimum of one telephone for aircrew use with Defense Switched Network (DSN) and off-base dialing capability. The CAM will establish procedures for aircrews to make long distance calls.

3.5.11. Current publications, charts, and forms. (See Attachment 2, *Publications, Charts, and Forms*.)

3.5.12. Display the following prominently:

3.5.12.1. AF Form 651, **Hazardous Air Traffic Report (HATR).**

3.5.12.2. AF Form 457, **USAF Hazard Report.**

3.5.12.3. AF Form 3546, **AFFSA Comment Card.**

3.5.12.4. Customer quality feedback questionnaire.

3.6. Airfield Status Displays. Prominently display, as a minimum, active runway, BWC, RSC, and RCR (where applicable).

3.7. Aircrew Lounge. Furnish the aircrew lounge appropriately to provide seating for aircrews awaiting aircraft servicing or departure.

Chapter 4

FLIGHTLINE DRIVER'S FAMILIARIZATION PROGRAM

4.1. Host Wing Commander /Support Group Commander.

4.1.1. Designates personnel and agencies to support the Flightline Driving Program.

4.1.2. Upon suspension/revocation of base driving privileges, the support group commander may authorize reinstatement of flightline driving privileges to perform critical mission essential duties.

4.2. Unit Commander.

4.2.1. Through their Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO), conduct training for all personnel who must drive on the flightline.

4.2.2. Screen and carefully select VCO and VCNCOs.

4.2.3. Certify personnel are qualified to drive on the flightline. (See Attachment 3)

4.2.4. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.

4.2.5. Upon suspension/revocation of a unit member's civilian driver's license, by civil authorities, suspends/revokes the member's flightline driving authorization and notifies the unit VCO/VCNCO and CAM in writing.

4.3. CAM.

4.3.1. Develops a local flightline driver's familiarization program and provides it to the unit VCO/ VCNCO.

NOTE:
Training and testing material available in both English and predominant host nation may be helpful in ensuring complete understanding of program requirements and intent.

4.3.2. Prepares local guidance or directive, as necessary, covering program quality control. The Flightline Driving Familiarization Program directive must contain:

4.3.2.1. Airfield diagram depicting:

4.3.2.1.1. Radio controlled movement areas as defined in base AOI.

4.3.2.1.2. Signs and markings.

4.3.2.1.3. Hold lines.

4.3.2.1.4. Flightline entry points.

4.3.2.2. Operating procedures.

4.3.2.3. Training criteria.

4.3.2.4. Testing requirements.

4.3.2.5. Procedures for determining if the individual can distinguish between red, green, white, yellow, and blue. *NOTE:* Contact base hospital for assistance in determining best process for testing individuals for color vision, e.g., Falant color vision test, Vision Testing Set: Color Vision (VTS CV). Coordination with hospital and safety officials may be necessary to evaluate those cases where individuals fail the color vision testing to determine if issuance of a "limited access" permit should be approved. Limited access in these cases will not include or involve access to movement area.

4.3.2.6. Enforcement and violation consequence.

4.3.2.7. Procedures for issuing, revoking, and reissuing AF Form 483, **Certificate of Competency**.

4.3.2.8. Procedure for the issue of POV passes (mandatory briefing requirements).

4.3.2.9. Procedures for maintaining security of POV passes (expiration, disposition, changing color of passes yearly, etc.)

4.3.2.10. Personnel operating within the movement area will have two-way radio contact with the control tower, or will have an escort with this capability for the entire time they are on the airfield. Positive control will require all personnel driving/working on the airfield/flightline receive training, briefing, or an escort (IAW local flightline driving program) prior to entry. The term "movement area" as used here refers to those areas of the airfield identified in the AOI as requiring two-way radio contact with the control tower. *NOTE:* Personnel acting as escort must be authorized/ certified to drive on the flightline and be fully aware of associated responsibilities.

4.3.2.11. Outline minimum briefing requirements for TDY personnel.

4.3.2.12. Procedures for reporting and documenting runway intrusions and other flightline driving violations.

4.3.3. Provides the VCO or VCNCO with the information and procedures an individual needs to operate a vehicle on the flightline. Include the following information (AFI 13-203; AFI 24-301, *Vehicle Operations*; AFI 32-1042; and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25):

4.3.3.1. Flightline entry points.

4.3.3.2. Flightline vehicle traffic flow.

4.3.3.3. Speed limits.

4.3.3.4. Airfield signs and markings.

4.3.3.5. Vehicle parking and chocking.

4.3.3.6. Control tower light gun signal recognition.

4.3.3.7. Vehicle/radio procedures for operating in radio controlled movement areas. *NOTE:* Radio procedure training should stress avoiding use of the phrase "clear."

4.3.3.8. Local restrictions.

4.3.3.9. Operation in vicinity of aircraft.

4.3.3.10. FOD control and prevention.

4.3.3.11. Unique operations and situations.

4.3.3.12. Night and inclement weather driving conditions to include requirements to stop at "INST" holding positions during IFR conditions.

4.3.3.13. Unique unit requirements.

4.3.3.14. Runway intrusion prevention.

4.3.3.15. Distance criteria for mobile obstacles.

4.3.4. Develops procedures to control and identify POVs that are authorized access to the flightline.

4.3.4.1. POVs on the flightline are discouraged.

4.3.4.2. All POV requests must be fully justified annually and restricted to an absolute minimum.

4.3.5. Works with units to ensure VCO/VCNCOs provide appropriate training to contractor/TDY personnel based on type and location of work. Imposes restricted routes to and from contractor job locations as necessary. *NOTE:* Permanently assigned contractors (e.g., grass cutters, pavement repair teams, etc.) must meet the same certification requirements as assigned military/DoD personnel.

4.3.6. Trains applicable unit VCOs and VCNCOs on flightline driving requirements.

4.3.7. Monitors unit flightline driver training programs and procedures for effectiveness.

4.3.7.1. Reviews/inspects a different unit's flightline driver's training program(s) each quarter. Results will be briefed at the next AOB. Review should focus on program integrity, compliance, and support.

4.3.7.1.1. This process should include base safety.

4.3.7.1.2. A proactive approach utilizing local resources (base paper, commander's access channel (TV), unit briefings, etc.) to "educate/inform/update" the users of the flightline on the continuing changes and trends (exercise activities, driving violations, closures, inclement weather conditions, etc.) on the airfield is highly recommended.

4.3.7.2. All base assigned personnel operating a vehicle on a flightline must be trained on local flightline driving procedures and possess a valid AF Form 483 endorsed for flightline driving.

4.3.7.3. Develops procedures for training nonbase assigned personnel requiring temporary flight-line access.

4.3.8. Maintain a record of all runway intrusions, actions taken, and results for the current and previous calendar year. All runway intrusions will be briefed and documented at the AOB.

4.4. VCO or VCNCO. (See AFI 24-301; AFI 31-204; *Motor Vehicle Traffic Supervision*; and AFMAN 24-306, Chapter 25):

4.4.1. Must be trained and certified to drive on the flightline.

4.4.2. Administers the unit flightline driver's training programs according to this chapter. Provides control tower light gun signal recognition training, classroom training (as directed locally), practical flightline driving procedures (both day and night), a flightline driving test (check ride), and a flightline driving test (written).

4.4.3. Ensures the trainee has a valid state or Government driver's license (for overseas units, MAJ-COM directives apply).

4.4.4. Ensures the trainee is qualified to drive the appropriate type of vehicle.

4.4.5. Maintains all personnel lists, records, and associated forms.

4.4.6. Notifies Unit/CC and CAM in writing after revoking an individual's flightline driving privileges.

NOTE:

VCOs, VCNCOs, Unit Commanders, and Airfield Management personnel have authority to revoke flightline driving privileges.

4.4.7. Trains their replacement VCO/VCNCO at least 30 days prior to the replacements assuming unit VCO/VCNCO duties.

4.4.8. Ensures personnel receive color vision testing according to local directive.

Chapter 5

DETERMINING AND REPORTING RUNWAY SURFACE CONDITION (RSC) AND RUNWAY CONDITION READING (RCR)

5.1. RSC and RCR.

5.1.1. Procedures. Determine and report RSC and RCR, as required, when the airfield is open. Use **AFTO Form 277, Results of Runway Braking Test**, when reporting runway condition data other than wet or dry.

5.1.2. Exceptions. Airfields with little or no record of snow accumulation (based on the installation's climatology record) need not maintain a Decelerometer or report RCRs. However, obtain MAJCOM approval when you decide not to take RCRs.

5.2. Determining RSC and RCR. *NOTE:* Estimate and report RSC to nearest 1/10 of an inch IAW T.O. 33-1-23.

5.2.1. Wet Runway. When water is the only form of moisture on the runway and no standing water is present, do not report an RCR. *NOTE:* Joint USAF/NASA tests have proven RCR measurement invalid where the only form of moisture affecting the runway is water. (Airfield Management makes determination of when runway is wet, unless specified otherwise by the Wing or OG/CC and published in the base AOI.)

5.2.2. Slush on Runway. When there is slush, but not ice or snow on the runway, report the RSC as *slush on runway*. Do not report an RCR.

NOTE:

The pilot determines braking action on slush and wet runways from individual aircraft technical orders.

Ice or Snow on Runway. Determine RSC and RCR according to T.O. 33-1-23.

5.2.2.1. For single type surface runway, determine the predominant RSC and the average RCR, when applicable, for the covered portions of the runway.

5.2.2.2. If the runway surface consists of two materials with significantly different friction characteristics, such as concrete and porous friction surfaces, determine the predominant RSC and RCR for the runway touchdown zones (surface one) and, if applicable, for the middle or roll-out portion of the runway (surface two).

5.2.2.3. The format used for transmission must clearly identify which runway portion has the high friction surface (HFS). Examples: WET RWY (HFS) DRY or RCR PSR 20 (HFS) 12 or RCR LSR 12 (HFS) IR 08. Provide two RSCs when the two types of runway surfaces have different runway cover.

5.2.2.4. When using a Tapley Decelerometer, round down if the reading is not a whole number. Example: Reading 11.2, indicate 11; for 11.8, indicate 11.

5.2.3. Water or Slush and Ice on Runway. When an ice-covered runway also has water or slush on it, report the predominant RSC. Determine RCR according to T.O. 33-1-23 and determine the computed RCR or use the value *12*, whichever is lower.

5.2.4. Runway Partially Covered With Ice or Snow. For this type of runway condition determine:

5.2.4.1. One RSC for those parts of the runway that are completely covered.

5.2.4.2. An RSC for the rest of the runway.

5.2.4.3. An average RCR that represents those parts of a runway that are completely covered with snow or ice (T.O. 33-1-23).

5.2.5. Other Information. Include other information essential to safe aircraft operation. This information is for local use only (see paragraph 5.3). Report it in clear text following the RSC and RCR data.

5.2.5.1. Clarify the extent or depth of any precipitation on the runway. For partially covered runways, identify location of the covered portion of the runway; for example, touchdown area, rollout area, and so on.

5.2.5.2. Determine ramp and taxiway conditions as required locally.

5.2.6. Anti-Lock Brake Systems (ABS). The San Antonio Air Logistics Center conducted tests and determined there was no significant change in decelerometer readings, when using vehicles equipped with ABS.

5.3. Reporting Runway Conditions.

5.3.1. Local Reporting. Disseminate local runway condition reports as necessary. Agreements developed between Airfield Management and the base weather station for local reporting must ensure that:

5.3.1.1. Weather data has first priority over weather circuits.

5.3.1.2. Runway condition entries are separate from weather entries.

5.3.1.3. Airfield Management reports RSC and RCR data to ATC facilities, Base Weather Station, and Command Post.

5.3.1.3.1. ATC provides RSC and RCR to arriving/departing aircraft, as required.

5.3.1.3.2. Upon receipt, Base Weather Station transmits the RSC and RCR on long-line weather communications circuits and includes the information in preflight weather briefings.

5.3.1.3.3. The CAM determines if additional offices should receive notification.

5.3.1.4. Airfield Management will provide ATC with RCR and ICAO braking actions descriptions (good, fair, poor, and nil) IAW the Flight Information Handbook or applicable Enroute Supplement for each value reported.

5.3.2. Reports to Other Bases.

5.3.2.1. IAW T.O. 33-1-23, use these codes to transmit runway condition data on US controlled weather circuits:

5.3.2.2. Runway Surface Conditions (RSC):

Wet Runway	WR

Slush on Runway	SLR
Loose Snow on Runway	LSR
Packed Snow on Runway	PSR
Ice on Runway	IR

5.3.2.3. Runway Condition Reading (RCR) Reported as a two-digit number from 01 to 26 following RSC, except:

5.3.2.4. Use **//** with a wet or slush-covered runway.

5.3.2.5. Use **//** when braking conditions are not available and ice or snow is on the runway.

5.3.2.6. Remarks. When Base Operations is closed or no RSC is available, transmit RCR. When Base Operations opens and reports a new runway condition, stop transmitting RCRNR and transmit the actual runway condition data. Other remarks are:

RSC "patchy"	P
Runway sanded	Sanded
RSC is "patchy" but rest of runway wet or dry	P Wet or P Dry

5.3.2.7. Examples of encoded runway condition:

Packed snow on runway, decelerometer reading 15	PSR 15
Ice on runway, no decelerometer reading available	IR//
Loose snow on runway, decelerometer reading 08, patchy, rest of runway dry	LSR08P DRY
RCR is not reported	RCRNR

Chapter 6

AIRFIELD RESTRICTIONS AND CLOSURE PROCEDURES

6.1. Operational Restrictions Allowed at US Air Force Flying Locations. The Air Force allows the following operational restrictions at US Air Force bases, shared-use airfields, overseas bases, and associated airfields where Airfield Management are operated by US Air Force personnel:

6.1.1. Temporary closure of all or any part of an airfield to all traffic.

6.1.2. Limiting operations to specific types of aircraft.

6.1.3. Limiting transient traffic to Official Business Only (OBO) or PPR, except aircraft with a DV-6 or higher grade on board, aircraft emergencies, or as an alternate airfield for IFR flights. ***NOTE:*** Aeromedical Evacuation (AIREVAC) and Special Air Missions (SAM) are exempt from PPR/OBO restrictions, but are required to obtain a PPR number for tracking/notifications.

6.1.4. Avoid restricting use of an airfield due to classified operations, unless normal activity would compromise security.

6.1.5. Restrict use of an airfield when base facilities are reduced or lack sufficient resources; for example, limited transient services, apron parking space, major construction.

6.1.6. Permanent closure of a runway to landings and takeoffs.

6.1.7. Temporarily close an airfield to all traffic during hazardous weather such as tornadoes, hurricanes, or typhoons. Notify appropriate agencies.

6.2. Procedures for Imposing Restrictions.

6.2.1. MAJCOM:

6.2.1.1. Establish procedures to approve or deny OBO/PPR/closure requests received from subordinate units.

6.2.1.2. Advise HQ USAF/XOO and HQ AFFSA/XA at least 5 days before imposing a restriction if the restriction exceeds 6 months.

6.2.1.3. Advise other MAJCOMs of known airfield restriction at bases within your respective MAJCOM.

6.2.2. Bases:

6.2.2.1. Notify tenant units and parent MAJCOM of restrictions.

6.2.2.2. If an approved long-term restriction requires a change to a FLIP document, send the information to HQ AFFSA/XOI. Include pertinent data such as effective times and dates and the approval authority. HQ AFFSA/XOI will not publish FLIP changes for airfield restrictions that last less than 60 days.

6.2.2.3. Enter closures or restrictions into the NOTAM system, even when the decision to close or restrict rests with the civil airport manager at shared-use airfields.

6.2.2.4. If a restriction can be removed before the approved expiration date, send a NOTAM canceling the restriction. Notify HQ AFFSA/XOI of the change if the restriction was published in the FLIP. Inform the MAJCOM and locally assigned and tenant units.

6.2.3. Aircrew Violations of Airfield Restrictions. Process a written explanation of the incident through your Host Wing Commander to the Host Wing Commander of the aircrew violating the restriction. Provide information copies to the parent MAJCOM.

6.3. Permanently Closing Runways. To permanently close a runway at an active Air Force base:

6.3.1. Obtain MAJCOM and HQ USAF/XOO approval unless the USAF has directed the action. Provide an information copy to HQ AFFSA/XA.

6.3.2. Before the effective date of an approved closure:

6.3.2.1. Notify the Air Force Representative (AFREP) of the appropriate FAA region.

6.3.2.2. Provide HQ AFFSA/XOI with appropriate data for FLIP documents.

6.3.2.3. Direct the civil engineer to mark the closed runways according to AFI 32-1042 and ETL 94-01.

6.4. Activating Permanently Closed Runways. Activating a permanently closed runway, except for emergency situations, requires the following actions:

6.4.1. Bases and areas under FAA jurisdiction must:

6.4.1.1. Comply with AFIs 32-1026 (future AFJMAN 32-1013), 32-1042, 32-1043, and 32-1044.

6.4.1.2. Obtain MAJCOM and HQ USAF/XOO approval. Provide a copy to HQ AFFSA/XA.

6.4.1.3. Coordinate with the AFREP of the appropriate FAA region.

6.4.1.4. Provide HQ AFFSA/XOI with appropriate data for inclusion in FLIP documents.

6.4.2. Bases and areas not under FAA jurisdiction must:

6.4.2.1. Comply with AFIs 32-1026 (future AFJMAN 32-1013), 32-1042, 32-1043, and 32-1044.

6.4.2.2. Obtain MAJCOM and HQ USAF/XOO approval. Provide a copy to HQ AFFSA/XA.

6.4.2.3. Coordinate with proper host government agencies.

6.4.2.4. Provide HQ AFFSA/XOI with appropriate data for FLIP documents.

6.5. Operation of Aircraft at Air Force Airfields.

6.5.1. Current Air Force policy defines airfield operating hours as those hours the runways, ATC tower, and Airfield Management facilities are open to support military operational needs. If the Host Wing Commander extends operating hours outside the published airfield operating hours, essential services, to include ATC and Airfield Management, must be available. *NOTE:* Military aero club aircraft are treated as government owned military aircraft for liability purposes and access to military aerodromes. Aircraft privately owned by members of a military aero club require authorization to use military facilities (see AFI 10-1001 and AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Installations*). *EXCEPTION:* MAJCOM may waive the requirement for Airfield Management operations after published airfield operating hours where USAF/USAFR/ANG do not have operational responsibility for the runway.

6.5.2. Installations. Aircraft flight operations when the ATC tower or Base Operations is closed require MAJCOM/DO written approval. Host Wing Commander must forward a request to MAJCOM addressing the following:

6.5.2.1. Operational impacts:

6.5.2.1.1. How mishaps would affect "next day" Air Force operations. *NOTE:* Air Force must wait for National Transportation Safety Board to investigate civil aircraft accidents.

6.5.2.1.2. Delay of routine runway maintenance tasks.

6.5.2.2. Security implications:

6.5.2.2.1. Physical security:

6.5.2.2.1.1. Flightline access and ground traffic control.

6.5.2.2.1.2. Potential theft and sabotage/vandalism.

6.5.2.2.2. Operational security: Intelligence exploitation.

6.5.2.3. Safety implications:

6.5.2.4. Risk of mishap increased with:

6.5.2.4.1. Uncontrolled taxi operations by operators unfamiliar with procedures and facilities.

6.5.2.4.2. Mix of uncontrolled military and civil traffic.

6.5.2.5. Delay in fire, crash, or rescue responses.

6.5.2.6. Potential for injury to maintenance personnel on the airfield.

6.5.2.7. Public exposure to hazardous/dangerous activities.

6.5.2.8. Legal implications:

6.5.2.8.1. Accountability for incidents and accidents.

6.5.2.8.2. Liability for injury and damage.

6.5.2.8.3. Distinguishing authorized and unauthorized landings.

6.5.3. MAJCOMs. Prior to approving unit's waiver request, ensure essential services are available for safe aircraft operations during the time frames when the tower or Base Operations is closed.

6.5.3.1. The policy of permitting flight operations when ATC towers or Base Operations is closed is not to be used in lieu of authorized manning increases for increased flying operations.

Chapter 7

COMBAT READINESS

7.1. Purpose. This chapter outlines basic planning, training, and operational concepts for combat Airfield Management (also see Attachment 4).

7.2. Concept of Operations for Airfield Management. Personnel will normally deploy with their wing. Airfield Management personnel perform flight plan filing for aircraft going outside the Area of Responsibility (AOR), airfield inspections, NOTAM creation/distribution, and develop a flightline driving program. All USAF Airfield Management planning, training, and operating procedures must reflect this concept and any additional mission/roles defined by combat commanders. (See AFMAN 13-220, *Airfield Operations Deployment Concept of Operations*).

7.3. Planning for Combat Operations.

   7.3.1. MAJCOM OPRs for Airfield Management will:

   7.3.1.1. Ensure sufficient Airfield Management personnel are available to meet combat/wartime requirements.

   7.3.1.2. Assist in development of Designed Operational Capability (DOC) statements for units with Airfield Management deployment taskings. This includes developing Unit Type Code (UTC) packages for Operations Plans Timed Phased Force Deployment Data (TPFDD) used to provide forces in support of combat operations.

   7.3.1.3. Ensure coordination with MAJCOM plans divisions and HQ AFFSA/XA in conjunction with any wartime action.

   7.3.1.4. Forward Base Level Assessment (BLA)/in-place wartime mission requirements to HQ AFFSA/XA NLT 15 Apr each year.

   7.3.2. AOF/CC and CAM shall:

   7.3.2.1. Review base and theater operations plans at least annually. They must also be familiar with applicable portions of the Base Use Plan, Wartime Aircraft Activity Plan, War Mobilization Plan, and Survival Recovery Plan. These plans and wing wartime mission will be used to determine sourcing inputs for the BLA and training requirements.

   7.3.2.2. Annually determine the in-place wartime mission and the number of personnel needed to operate those facilities during wartime. Guidance in AFI 13-203, Attachment 14.

   7.3.2.3. Ensure Airfield Management personnel are trained to provide support required by combatant commanders and meet in-place or deployed mobility requirements.

   7.3.3. General: USAF Airfield Operations minimum standard for each UTC position tasked is to have one primary and one alternate qualified (1:2 ratio).

7.4. Training in Preparation for and During Combat.

   7.4.1. AOF/CC and CAM:

7.4.1.1. Ensure Airfield Management personnel are evaluated on Airfield Management duties during local and command exercises.

7.4.1.2. Maintain liaison with exercise planners and assist in developing realistic objectives and scenarios that provide personnel the opportunity to train and assess combat readiness. Training shall be IAW the supported command's threat environment and include performance while operating in full Nuclear, Biological, and Chemical (NBC) ensemble.

7.5. Mobility Requirements. The following are the minimum requirements:

7.5.1. Current Leave and Earnings Statement (LES).

7.5.2. Ear plugs.

7.5.3. AF Form 623, On-the-Job Training Records.

7.5.4. Medical Record equivalents as prescribed by medical personnel.

7.5.5. Small Arms Qualification (M-16) (AF Form 522**, Ground Weapons Training Data**). *NOTE:* Airfield Management personnel assigned to a UTC fall under Group B weapons qualification IAW AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program.*

7.5.6. Chemical Warfare Defense Ensemble.

7.5.7. Spectacle inserts for CW Mask.

7.5.8. Self-Aid/Buddy Care.

7.5.9. GOV driver's license.

7.5.10. AF Form 483 (flightline certified).

7.5.11. Official Government Passport (if required).

7.6. Applicable Publications. The following sources provide more detailed guidance and policy:

7.6.1. AFDD-2-7.1, *Aerospace in the Combat Zone.*

7.6.2. AFI 10-212, *Air Base Operability (U).*

7.6.3. AFMAN 10-401, *Operations Plan and Concept Plan Development and Implementation (U).*

7.6.4. AFI 10-403, *Deployment Planning (U).*

7.6.5. AFJMAN, 11-208, *Department of Defense Notice to Airmen (NOTAM) System.*

7.6.6. AFI 13-203, *Air Traffic Control.*

7.6.7. AFMAN 13-220, *Airfield Operations Deployment Concept of Operations.*

7.6.8. USAF War Mobilization Plan (WMP), all volumes (U).

7.6.9. Host Nation Documents as required.

7.6.10. Applicable numbered operations or concept plans.

Chapter 8

TRAINING

8.1. Purpose. This chapter outlines specific training duties for all military, civilian, and contractor Airfield Management personnel.

8.2. CAM. Appoints a Training Manager with the following minimum qualifications:

8.2.1. AFSC 1C071 or civilian equivalent with at least 3 years in the Airfield Management career field. *NOTE:* CAM may waive grade/skill requirements.

8.2.2. Trainer and task certifier qualified.

8.2.3. Trained and certified in all subject matter required for training.

8.3. Training Manager Responsibilities.

8.3.1. Manage the Airfield Management training program.

8.3.2. Develop a training instruction to establish policy and procedures for implementing the training program. It must define responsibilities of all personnel involved in the training process to include upgrade, qualification, recurring, and proficiency training. For contracted locations, this will be included in the quality control plan.

8.3.3. Develop and maintain a master training record which identifies all local training requirements.

8.3.4. Ensure lesson plans are developed as required to support training requirements.

8.3.5. Participate in AOF Training Review Board. As a minimum evaluate Airfield Management:

8.3.5.1. 3-skill level task evaluation procedures.

8.3.5.2. 5-skill level upgrade training.

8.3.5.3. 7-skill level upgrade training; qualification training.

8.3.5.4. Status of trainees experiencing difficulty in training.

8.3.6. Ensures training requirements as outlined in the CFETP and this chapter are documented for all Airfield Management personnel. *NOTE:* Civilian personnel will use Specialty Training Standard (STS) portion of the CFETP for training. Contractors will use the STS or reasonable facsimile for training.

8.3.7. Ensure trainers and task certifiers are appointed in writing, IAW AFI 36-2201, based on their qualifications and experience, not on skill level (N/A for contractors).

8.3.7.1. Ensure trainers as a minimum:

8.3.7.1.1. Are "Train the Trainer" course graduates. Document this training on the inside front cover of the individual's training records.

8.3.7.1.2. Are task certified on tasks to be trained.

8.3.7.1.3. Are recommended by their supervisor.

8.3.7.2. Ensure task certifiers (N/A for contractors) are:

8.3.7.2.1. SSgt (or above), or civilian equivalent, and possess at least a 5-skill level.

8.3.7.2.2. Not the same person as the trainer.

8.3.7.2.3. Graduates of the Task Certifier Course. Document this training on the inside front cover of the individual's training records.

8.3.8. Inspect training records documentation, at least quarterly, for accuracy, completeness, and standardization.

8.3.9. Develop and administer practical or written proficiency tests, at least quarterly, to maintain a high standard of proficiency. Document results in training records.

8.3.10. Ensure initial evaluations/interviews of newly assigned personnel are conducted to determine knowledge and skills.

8.3.11. Evaluate new 3-levels to determine the adequacy of the Airfield Management Apprentice Course, E3ABR1C031-000. Report deficiencies using the Customer Service Information Line (CSIL).

8.3.12. Enter eligible personnel into the appropriate qualification and skill-level upgrade training (UGT) (N/A for civilians and contractors).

8.3.13. Provide apprentices with a minimum of 3 months experience before entering them into 1C051 UGT or enrolling them in 5 level CDCs (N/A for civilians and contractors).   At supervisors request CDCs may be ordered 30 days early and issued at the end of the apprentice period (see AFI 36-2201). *NOTE:* This does not preclude task certification to meet minimum requirements of assigned duty positions.

8.3.14. Recommend trainees for award of 1C051 only after promotion to SrA and the individual has completed:

8.3.14.1. 5-Level CDC.

8.3.14.2. A minimum of 12 months OJT. *NOTE:* Retrainees follow guidance IAW AFI 36-2201.

8.3.14.3. Enter SrA into 1C071 UGT after notification of promotion to staff sergeant, but no earlier than the first day of the promotion cycle. *Example: WAPS test results released in Jul; promotion cycle begins 1 Sep. Do not begin UGT until Sep.*

8.3.15. Recommend trainee for award of 1C071 only after promotion to SSgt and the individual has completed:

8.3.15.1. 7-level CDCs.

8.3.15.2. All 7-skill level training requirements listed in the 1C0X1 CFETP (STS) and this chapter.

8.3.15.3. The Airfield Management Craftsman Course, E3AAR1C071-000. Document course completion in the individual's training records.

8.3.15.4. A minimum of 18 months OJT. *NOTE:* Retrainees follow guidance IAW AFI 36-2201.

8.3.15.5. Ensure 7-level trainees do not attend the Airfield Management Craftsman Course until they complete the 7-level CDCs.

8.3.16. Training records will be maintained on civilians and contractor personnel. CAMs with 3 years as Airfield Manager do not require training records.

8.3.17. Military training records will be maintained IAW AFI 36-2201.

8.3.18. Ensure all training is documented in individual's training records IAW AFI 36-2201, CFETP, and this chapter.

8.3.19. Ensure all personnel subject to mobility and identified to fill UTC are trained and qualified to meet their deployment requirements IAW Chapter 7. Document mobility training on AF Form 1098, **Special Task Certification and Recurring Training**.

8.3.20. Review training program annually. Make corrections as needed.

8.4. AF Civilian Training. Newly hired Airfield Management personnel not previously in the 1C0X1 career field will complete 1C051 CDCs.

8.4.1. Supervisors are required to complete 1C071 CDCs prior to attending Airfield Management Craftsman Course (CTS E3ACR1C071 000 PDS Code WYZ).

8.4.2. All CAMs with less than 3 years experience in Airfield Management and have not previously completed the Airfield Management Craftsman Course or 1C071 CDCs, must complete 1C071 CDCs prior to attending the Military Airfield Manager Course (CTS E3AZR1C091 000 PDS Code 20O).

8.5. Additional Training Documentation. Use AF Form 623a, **On-the-Job Training Record Continuation Sheet**, AF Form 797, **Job Qualification Standard Continuation/Command JQS,** or AF Form 1098, **Special Task Certification and Recurring Training** to document unique/local training requirements**.**

8.6. 7-Skill Level Professional Development. Trainees will be familiar with the proper procedures for correcting deficiencies on the airfield. As a minimum, the individual should be familiar with:

8.6.1. How to properly identify deficiencies (spalls, cracks in pavement, etc.), and schedule repairs through Civil Engineering personnel.

8.6.2. Procedures for completion and coordination of the AF Form 332**, Base Civil Engineers Work Request**.

8.6.3. Budget constraints and the Facility Management Board process. Providing operational impact assessment to assist Civil Engineering, OSS/CC, OG/CC, and others for prioritizing base projects.

8.6.4. Airfield Waiver Process. Trainee must be familiar with the airfield waive process and should accompany the CAM on at least one annual waiver review.

8.6.5. Meetings. Provide trainee maximum exposure to and accompany the CAM to the following :

8.6.5.1. FOD, AOB, and BHWG.

8.6.5.2. Airfield contracting to include planning/preconstruction, work-in-progress, and project completion phase.

8.6.5.3. Exercise planning affecting any portion of the airfield.

8.6.5.4. Open House/Airshows/Static Display.

8.6.5.5. Support agencies coordination directly affecting the airfield.

8.6.6. Trainee should be familiar with areas designated for loading, unloading, arming, and dearming of aircraft with hazardous cargo or live armament.

8.6.7. Annual airfield management/AOF/OSS budget process. Trainee should be involved in preparing the unit financial plan (FINPLAN) and understand funded/unfunded requirements, due outs, memo due outs, and "fall-out" money.

8.6.8. AFMS 13E1. Trainee should be familiar and understand the unit manning documents (grade/skill level) process, procedures, and agencies involved in changes or variances to existing structure.

8.6.9. Airfield Management recognition and awards programs.

8.6.10. The NOTAM process. Understand the system and processes as a whole. Understanding should include as a minimum: issuing, revising, and canceling NOTAMs; inputting NOTAMs for other locations; and updating NOTAM distribution tables.

Chapter 9

CONVERTING AIRFIELD MANAGEMENT AND BASE OPERATIONS SERVICES

9.1. Contract Services.

9.1.1. Unit/AOF Commander must: Inform the MAJCOM Airfield Management Functional Manager of contract proposals, developments, and negotiations at the earliest possible date. Prior to contracting facilities, provide the following information to MAJCOM:

9.1.1.1. Proposed contract and PWS dates, location, contractor name and address, host unit, types of aircraft served, and quality assurance evaluator name and telephone number.

9.1.1.2. Training impact statements on how the converting facility will provide an equivalent or higher level of support.

9.1.2. MAJCOMs. Must coordinate newly proposed contracts with HQ AFFSA/XA prior to contracting facilities and provide the proposed timetable for transfer of manpower slots, personnel, and equipment (transferred wartime tasking and personnel must be trained and ready for deployment prior to conversion to AF civilian or contract services effective dates).

9.1.3. HQ AFFSA/XA. Will evaluate contract proposal for impact on wartime requirements and force levels.

9.2. Air Force Civilians.

9.2.1. Unit/AOF Commander. Submit proposals of plans to convert military positions to Air Force civilians to MAJCOM Airfield Management Functional Manager for review at the earliest possible date.

9.2.1.1. Training impact statements on how converting to Air Force civilians will provide an equivalent or higher level of support.

9.2.2. MAJCOMs. Must coordinate newly proposed conversions with HQ AFFSA/XA prior to conversion and provide the proposed timetable for transfer of manpower slots, personnel, and equipment (transferred wartime tasking and personnel must be trained and ready for deployment prior to conversion to Air Force civilians effective dates).

9.2.3. HQ AFFSA/XA. Will evaluate conversion proposal for impact on wartime requirements and force levels.

JOHN P. JUMPER,   Lt General, USAF
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Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

Abbreviations and Acronyms

ABS—Anti-Lock Braking System

AF—Air Force

AF Form—Air Force Form

AFCESA—Air Force Civil Engineering Support Agency

AFFSA—Air Force Flight Standards Agency

AFH—Air Force Handbook

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFJMAN—Air Force Joint Manual

AFM—Air Force Manual (obsolete)

AFMAN—Air Force Manual

AFMS—Air Force Manpower Standard

AFPAM—Air Force Pamphlet

AFR—Air Force Regulation

AFRC—Air Force Reserve Command

AFREP—Air Force Representative

AFSC—Air Force Specialty Code

AICUZ—Aircraft Incident Compatibility Use Zone

AIM—Airmen Information Manual

AIP—Aeronautical Information Publication

AIRAD—Airfield Advisory

AIREVAC—Aeromedical Evacuation

AMCR—Air Mobility Command Regulation (obsolete)

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

AOB—Airfield Operations Board (formerly ATC Board)

AOF/CC—Airfield Operations Flight Commander

AOF/DO—Airfield Operations Flight Operations Officer

AOI—Airfield Operations Instruction

AOR—Area of Responsibility

AOSE—Airfield Operations Standardization Evaluation

ASRR—Airfield Suitability and Restrictions Report

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATSA—Air Traffic System Evaluation

AWDS—Automated Weather Dissemination System

BASH—Bird/Aircraft Strike Hazard

BHWG—Bird Hazard Working Group

BLA—Base Level Assessment

BWC—Bird Watch Condition

CAM—Chief, Airfield Management

CBO—Chief, Base Operations

CC—Commander

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

CHUM—Chart Updating Manual

CMSgt—Chief Master Sergeant

COMEDS—CONUS Meteorological Data Service

COMSEC—Communications Security

CONUS—Continental United States

CTS—Course Training Standard

CW—Chemical Warfare

DCS—Deputy Chief of Staff

DD Form—Department of Defense Form

DOC—Designed Operational Capability

DoD—Department of Defense

DSN—Defense Switched Network

DV—Distinguished Visitor

EIAP—Environmental Impact Analysis Process

ETL—Engineering Technical Letter

FAA—Federal Aviation Administration

FAAH—Federal Aviation Administration Handbook

FAAO—Federal Aviation Administration Order

FCG—Foreign Clearance Guide

FINPLAN—Financial Plan

FLIP—Flight Information Publication

FOD—Foreign Object Damage

FORSIZE—Force Size

FOUO—For Official Use Only

FSS—Flight Service Station

GE—Ground Emergency

GNC—Global Navigation and Planning Chart

GOV—Government Owned Vehicle

HATR—Hazardous Air Traffic Report

HFS—High Friction Surface

HMMWV—Highly Mobile Multi-Wheeled Vehicle

HQ—Headquarters

IAP—Instrument Approach Procedure

IAW—In Accordance With

ICAO—International Civil Aviation Organization

IFE—In-Flight Emergency

IFC—Instrument Flight Center

IFR—Instrument Flight Rules

INST—Instrument or Instrument Hold Line

IR—Ice on Runway

JQS—Job Qualification Standard

LES—Leave and Earning Statement

LOP—Letter of Procedure

LSR—Loose Snow on Runway

MAJCOM—Major Command

MSgt—Master Sergeant

NASA—National Aeronautics and Space Administration

NAVAID—Navigational Aid

NGR—National Guard Register

NIMA—National Imagery Mapping Agency (formerly Defense Mapping Agency)

NLT—No Later Than

NOTAM—Notices to Airmen

NSN—National Stock Number

OBO—Official Business Only

OG—Operations Group

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PCAS—Primary Crash Alarm System

PDS—Personnel Data System

POV—Privately Owned Vehicle

PPR—Prior Permission Required

PSR—Packed Snow on Runway

PWS—Position Work Statement

QRC—Quick Reaction Checklist

QTP—Qualification Training Package

RCR—Runway Condition Readings

RCRNR—Runway Condition Readings Not Reported

RSC—Runway Surface Conditions

RSU—Runway Supervisory Unit

RWY—Runway

SAV—Staff Assistance Visit

SCN—Secondary Crash Net

SID—Standard Instrument Departure

SII—Special Interest Item

SLR—Slush on Runway

SOF—Supervisor of Flying

SrA—Senior Airman

SSgt—Staff Sergeant

STS—Specialty Training Standard

TALCE—Tanker Airlift Control Element

TDY—Temporary Duty

TERPS—Terminal Instrument Procedures

TO—Technical Order

TPC—Tactical Pilotage Chart

TPFDD—Time-Phased Force and Deployment Data

TSgt—Technical Sergeant

UGT—Up-Grade Training

UHF—Ultra High Frequency

UMD—Unit Manning Document

UTC—Unit Type Code

US—United States

USAF—United States Air Force

USAFR—United States Air Force Reserve

USC—United States Code

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

VFR—Visual Flight Rules

VHF—Very High Frequency

WAPS—Weighted Airman Promotion System

WMP—War and Mobilization Plan

WR—Wet Runway

Terms

Airfield Check—Conducted by Airfield Management to examine the primary takeoff, landing, and taxi surfaces:

- In response to IFE/GEs.
- Determination of RSC and RCR.
- FOD checks.
- BASH/Habitat control.

Airfield Facilities—Includes:

- Runways, taxiways, parking, and servicing areas.
- ATC facilities, Base Operations, navigational aids, aircraft fire suppression, and rescue services.
- Airfield lighting systems and systems to hold or stop aircraft (where required).

Airfield Inspection—Conducted by CAM or trained representative to:

- Identify violations of established obstacle clearance criteria.
- Identify lighting, marking, and sign discrepancies.
- Inspect construction areas to ensure they do not present a hazard to aircraft operations.
- Inspect pavement conditions to include rubber deposits.

Airfield Management—(Includes Base Operations) A function that directs services in the Base Operations facility and monitors or coordinates airfield maintenance and support activities to provide a safe airfield environment.

Airfield Management Craftsman Course—Provides advanced training for personnel upgrading to the 7-skill level. (E3ACR1C071 000, PDS Code WYZ)

Airfield Operations Instruction—Formerly base flying regulation. Defines local procedures for Airfield Management and ATC, such as the Flightline Driver's Familiarization Program and the Visual Flight Rules (VFR) Traffic Pattern.

Base Operations—A facility, located near the flightline, that provides aircrews with flight plan processing and planning services.

CAM—Same as Chief, Airfield Management.

CFETP—The CFETP is a comprehensive core training document that identifies life-cycle training and education requirements, and minimum core task requirements for the Airfield Management career field. This document provides Airfield Management personnel with a clear career path to success and instills sound objectivity in unit level training.

Chief, Airfield Management—(See Chapter 2.)

Closed—An airfield is "closed" when it is closed to all users. If the closure is for a particular type of aircraft or operation, it must be so stated: for example, "Closed to aircraft not involved in Volant Rodeo."

External Stores—Externally mounted items such as guns, fuel tanks, bombs, and so on, that can be released or jettisoned from an aircraft.

Foreign Object Damage (FOD) Check—Conducted by Airfield Management prior to start of normal flying activities or in response to FOD reports by SOF, control tower, aircraft, etc.

Host Wing Commander—The individual with ultimate responsibility for operating the airfield.

Joint/Shared Use Airfield—Those airports that are shared by a civilian DoD agency covered under the "Airports and Airway Improvement ACT of 1982 (Public LAW 97-248, Sep 3, 1982, 49 USC, APP 2201.) Only those facilities (i.e., runways/taxiways) that are used by both civilian and DoD agencies are considered "Shared/Joint Use." All other facilities (parking ramps, hangars, terminals, and so forth) are the sole property of the using agency (move to terms and definitions). A US Air Force installation where agreements exist among the Air Force, civil, and host nation authorities for joint use of all or a portion of airfield facilities.

Lighting Inspection—Conducted by airfield electrician or Airfield Management during periods of darkness (pre-dawn and dusk qualify as darkness) to determine the operability of airfield lighting systems.

MAJCOM—For the purpose of this instruction includes all active duty MAJCOMs, plus the Air National Guard Readiness Center (ANGRC) and HQ AFRC.

Military Airfield Manager Course—This course provides training for selected DoD personnel in the

knowledge of skills needed to perform the duties of Airfield Manager. This is an advanced Airfield Management course designed primarily for the USAF senior NCO Airfield Manager. Other potential candidates for this course include USAF Airfield Operations Flight Officers, AF civilian airfield managers, Civil Engineering Community Planners, Flying Safety Officers, as well as civilian contractors performing airfield management duties. (CTSE3AZR1C091 000, PDS Code 20O)

Runway Condition Reading (RCR) —The airfield is "OBO" when it is closed to all transient aircraft requesting routine services such as fueling, passenger drop-off or pickup, practice approaches, parking, and so on. OBO does not preclude the use of the airport as an alternate for IFR flight. Aircrews and aircraft may still use the airfield if:

- They must conduct official Government business on or near the airfield.
- The pilot has prior permission required approval from Airfield Management.

Prior Permission Required (PPR)—A permission required of all transient aircrews before they can use an airfield designated as PPR. Aircrews must receive permission before their flight departs to an airfield designated PPR. PPR is used to control (not routinely prohibit) the flow of aircraft through a base because conditions have reduced servicing capabilities or because other activities make it necessary to control transient aircraft. *NOTE:* PPR does not preclude the use of the airport as an alternate for IFR flight.

Runway Condition Reading (RCR) —A numerical reading that identifies the surface friction capability of the runway pavement, obtained using a decelerometer. The aircrew uses this information to determine runway braking action during takeoffs and landings.

Runway Intrusion—Any unauthorized entry into the radio controlled movement area regardless of impact on aircraft safety.

Runway Surface Condition (RSC)—Identifies the condition of the runway surface when covered with slush, snow, ice, or water.

Shared-Use—An airfield jointly used by civil and military flight activities that is located at a civil airport under control of civil authorities.

Spall—Chipping or splintering associated with concrete deterioration.

Wet Runway—A RSC where visible water is the only form of moisture on the runway surface.

Attachment 2

PUBLICATIONS, CHARTS, AND FORMS

A2.1. Reference Publications. The Air Force recommends that the following publications, charts, and forms be included in a flight service section reference file. This list does not include publications applicable to administrative, personnel, or other functions. The CAM determines the location of this file and ensures all publications are current and changes are posted. Electronic media may be used.

A2.2. US Air Force Publications.

Designation	Title	Formerly
AFI 10-1001	*Civil Aircraft Landing Permits*	AFR 55-20
AFI 10-1002	*Agreements for Civil Aircraft Use of Air Force Airfields*	AFR 55-20
AFI 10-1003	*Use of Air Force Installations for Non-Government Business by Civil Air Carriers Participating in the Civil Reserve Air Fleet (CRAF) Program*	
AFI 11-201	*Flight Information Publication*	AFR 60-7
AFJI 11-204	*Operational Procedures for Aircraft Carrying Hazardous Materials*	AFR 55-14
AFI 11-206	*General Flight Rules (Future AFI 11-203, Vol. 3)*	AFR 60-16
AFJMAN 11-208	*Department of Defense Notice to Airmen (NOTAM) System*	AFR 55-16
AFMAN 11-217	*Instrument Flying*	AFM 51-37
AFJMAN 11-213	*Military Flight Data Telecommunications System*	AFR 55-56
AFI 11-218	*Aircraft Operations and Movement on the Ground*	AFR 60-11
AFJMAN 11-225	*Flight Inspection (FAAH 8200.1)*	N/A
AFJMAN 11-226	*US Standard for Terminal Instrument Procedures (TERPS) (FAAH 8260.3)*	AFM 55-9
AFMS 13E1	*Air Force Manpower Standard 13E1, Airfield Operations Flight*	
AFI 13-201	*US Air Force Airspace Management*	AFR 55-2
AFI 13-202	*Overdue Aircraft*	AFR 55-5
AFI 13-203	*Air Traffic Control*	AFR 60-5
AFI 13-207	*Preventing and Resisting Aircraft Piracy (Hijacking)*	AFR 60-14
AFMAN 11-230	*Instrument Procedures*	AFMAN 13-209
AFI 13-213	*Airfield Management*	AFR 55-48
AFI 13-217	*Assault Zone Procedures*	AMCR 55-130
AFI 13-218	*Air Traffic System Evaluation Program*	N/A
AFI 14-205	*Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services*	AFR 96-3

AFI 23-202	*Buying Petroleum Products, and Other Supplies and Services Off-Station*	*AFR 67-24*
AFJI 24-108	*Movement of Units in Air Force Aircraft*	AFR 76-6
AFI 24-301	*Vehicle Operations*	AFM 77-310
AFMAN 24-306	*Manual for Wheeled Vehicle Driver*	AFR 77-2
AFI 24-405	*Department of Defense Foreign Clearance Guide*	AFR 8-5
AFI 25-201	*Support Agreement Procedures*	AFR 11-4
AFI 31-204	*Motor Vehicle Traffic Supervision*	AFR 125-14
AFI 31-209	*The Air Force Resource Protection Program*	AFR 125-37
AFJMAN 32-1013	*Airfield and Heliport Planning and Design Criteria*	N/A
AFI 32-1024	*Standard Facility Requirements*	AFR 86-2
AFI 32-1026	*Planning and Design of Airfield*	AFR 86-5/86-14
AFI 32-1041	*Airfield Pavement Evaluation Program*	AFR 93-13
AFI 32-1042	*Standards for Marking Airfields*	AFR 88-16
AFI 32-1043	*Managing Aircraft Arresting Systems*	AFR 55-42
AFI 32-1044	*Visual Air Navigation Systems*	AFR 88-14
AFI 32-1045	*Snow and Ice Control*	AFR 91-15
AFMAN 32-1076	*Design Standards for Visual Air Navigation Facilities*	N/A
AFH 32-1084	*Standard Facility Requirements Handbook*	N/A
AFI 32-7061	*Environmental Impact Analysis Process (EIAP)*	AFR 19-2
AFI 34-117	*Air Force Aero Club Program*	N/A
AFMAN 34-132	*Aero Club Operations*	AFR 215-12
AFI 36-2101	*Classifying Military Personnel*	AFR 35-1
AFI 36-2201	AFR 50-1	*Developing, Managing, and Conducting Training*
AFI 36-2807	*Headquarters United States Air Force, Deputy Chief of Staff Plans and Operations, Annual Awards Program,*	AFR 900-77
AFR 86-5	N/A	*Planning Criteria and Waivers for Airfield Support Facilities*
AFR 86-14	*Airfield and Heliport Planning Criteria*	
AFR 88-14	*Visual Air Navigation Facilities*	
AFR 127-15	*The Bird Aircraft Strike Hazard Reduction Program*	
AFI 91-202	*The US Air Force Mishap Prevention Program*	*AFR 127-2, AFR-127-3, AFR 127-15*

AFPAM 91-212	*Bird/Aircraft Strike Hazard (BASH) Management Tech-*	AFR 127-15
	niques	
ETL 94-01	*Engineering Technical Letter (ETL) 94-01: Standard Air-*	
	field	
	Pavement Marking Schemes	

A2.3. Federal Aviation Administration (FAA).

00-46	*Aviation Safety Reporting Program*
150/5200-18	*Airport Safety Self-Inspection*
150/5300-13	*Airport Design*
150/5340-1	*Standards for Airport Markings*
150/5340-26	*Maintenance of Airport Visual Aid Facilities*
150/5340-18	*Standards for Aircraft Sign Systems*
150/5345-44	*Specifications for Taxiway and Runway Signs*

A2.4. Federal Aviation Administration (FAA) Handbooks/Orders.

FAAH 7110.10	*Flight Services*
FAAH 7340.1	*Contractions*
FAAH 7350.6	*Location Identifiers*
FAAH 7400.2	*Procedures for Handling Airspace Matters*
FAAH 7610.4	*Special Military Operations*
FAAH 7930.2	*Notices to Airmen*
FAAH 8200.1	*Flight Inspection (AFJMAN 11-225)*
FAAH 8260.3	*Terminal Instrument Procedures (TERPS) (AFJMAN 11-226)*
FAAO 6850.5	*Maintenance of Lighted Navigational Aids*

A2.5. Federal Air Regulations (FAR):

FAR Part 1	*Definitions and Abbreviations*
FAR Part 73	*Special Use Airspace*
FAR Part 91	*General Operating and Flight Rules*
FAR Part 105	*Parachute Jumping*
FAR Part 139	*Certification and Operations: Land Airports Serving Certain Air Carriers*

A2.6. International Civil Aviation Organization (ICAO) Publications:

ICAO DOC 4444	*Rules of the Air*
ICAO DOC 7910	*Location Identifiers*
ICAO DOC 8585	*Designators for Aircraft Operating Agencies, Aeronautical Authorities, and Services*

A2.7. Technical Orders.

| TO 33-1-23 | *Procedures for Use of Decelerometer to Measure Runway Slickness* |
| TO 36-1-3 | *Painting, Marking, and Lighting Requirements for USAF Vehicles* |

A2.8. Forms.

AF Form 70	*Pilot's Flight Plan and Flight Log*
AF Form 332	*Base Civil Engineers Work Request*
AF Form 457	*USAF Hazard Report*
AF Form 483	*Certificate of Competency*
AF Form 651	*Hazardous Air Traffic Report (HATR)*
AF Form 3546	*AFFSA IFC Comment Card*
AF Form 3616	*Daily Record of Facility Operation*
AFTO Form 277	*Results of Runway Braking Tests*
DD Form 175	*Military Flight Plan*
DD Form 1385	*Cargo Manifest*
DD Form 1801	*DoD International Flight Plan*
DD Form 2131	*Passenger Manifest*
DD Form 2349	*NOTAM Control Log*
DD Form 2400	*Civil Aircraft Certificate of Insurance*
DD Form 2401	*Civil Aircraft Landing Permit*
DD Form 2402	*Civil Aircraft Hold Harmless Agreement*
FAA Form 5280-7	*Airfield Visual Aid Safety Placard (NSN 0052-00-918-1000)*

A2.9. Flight Information Publications (FLIP): Air Force, FAA, FLIP, and ICAO publications appropriate to the base mission, location, and area of operation.

- *Aeronautical Information Publication (AIP)* (for overseas country of assignment)
- *Air Almanac*
- *Airman's Information Manual (AIM)* (for CONUS bases)

- *Airport Facility Directory, all volumes*
- *National Imagery Mapping Agency (NIMA) (formerly Defense Mapping Agency) Aeronautical Chart Updating Manual (CHUM)*
- *International Flight Information Manual* (for overseas locations)
- *International Notices to Airmen*
- *Sight Reduction Tables*
- *USAF Foreign Clearance Guide (FCG)*

National Imagery Mapping Agency (NIMA) (formerly Defense Mapping Agency) Catalog of Maps, Charts, and Related   Products.

Planning, Enroute, Terminal, Navigation, and Aeronautical Charts appropriate for transient and base missions.

Local Standard Instrument Departures (SID) (loose leaf or bound as appropriate). Civil SIDs as required.

Attachment 3

DOCUMENTATION OF FLIGHTLINE TRAINING AND CERTIFICATION

Sample

MEMORANDUM FOR (Airfield Management)

FROM: (Your Unit)

SUBJECT: Documentation of Flightline Driver Training and Certification

1. The following individual is granted flightline driving privileges:

Name/Rank:Civilian License: Yes/No
Unit:Restrictions:
Duty Phone:

2. The above individual has been certified on the following items:

TRAINING ITEMDATE   TRAINER   TRAINEE

Ability to distinguish between
Red/Green/Yellow/White/Blue_____ _____ _____
Light Gun Signal Recognition Test_____ _____ _____
Flightline Driver Training (Classroom)_____ _____ _____
Day Flightline Orientation/Training (Practical)_____ _____ _____
Night Flightline Orientation/Training (Practical)_____ _____ _____
Flightline Driver Test (Practical)_____ _____ _____
Flightline Driver Test (Written) _____ _____ _____

3. This letter will be retained by the VCO/VCNCO until individual is reassigned.

_____
      Unit Commander

NOTE:

Local form letter may be used as long as it includes all information listed above.

Attachment 4

DEPLOYMENT GUIDE

A4.1. The following is a list of ideas Airfield Management should consider when faced with preparation for deployment in support of exercise/contingency operations. This list is not intended as a checklist and may not be all encompassing. Consider all aspects of the exercise/contingency location.

A4.1.1. How will you file flight plans (telephone, computer, fax machine?) (***NOTE:*** Always consider this need as the situation may change?)

A4.1.2. Will you be required to issue or obtain NOTAMs?

A4.1.3. How will you send and receive NOTAMs?

A4.1.4. Will you require specialized NOTAM products (e.g., special summaries)?

A4.1.5. Have special NOTAM product requirements been coordinated with the US NOTAM facility/ host nation?

A4.1.6. Will you require flight progress strip or logs?

A4.1.7. Will you require a copy machine (for NOTAMs, etc.)?

A4.1.8. Will you require a laptop (or full size) computer, printer, modem, CD-ROM?

A4.1.9. Will you require a fax machine for NOTAMs, flight plans, or other information?

A4.1.10. Will you require clocks (local, ZULU)?

A4.1.11. Will you require portable or base station radios?

A4.1.12. How will electrical power (main, back-up, portable w/fuel) be provided? (If you will use local power, will your equipment require electrical converters to convert 220 volts to 110 volts?)

A4.1.13. Will you require portable lighting? (Do you have replacement bulbs?)

A4.1.14. Will you require administrative supplies (paper, pencils, events logs, tape, stapler, computer paper, fax paper, ribbons, floppy disks, envelopes, calendars, grease pencils)?

A4.1.15. Do you want to take current checklist? (Current checklists can be modified for deployment location)

A4.1.16. Do you want to take current operating instructions? (Can be modified at deployment location)

A4.1.17. What base, MAJCOM, Air Force, DoD, FAA instructions, manuals, regulations, etc., will you require? (See AFI 13-213)

A4.1.18. Will you be required to provide FLIPs (GP, AP, supplements, IAP, charts, CHUM, TPC, GNC, etc., see AFI 13-213)? (How will you receive them: shipped from home unit; establish a new account?)

A4.1.19. Will you require forms (local, MAJCOM, Air Force, DoD, FAA)? (See AFI 13-213)

A4.1.20. Will you require cleaning supplies for airfield status displays, base grid map, etc., paper towels, window cleaner?

A4.1.21. Will you require a safe for classified information?

A4.1.22. Will you require a military vehicle for airfield inspections, emergency response, aircrew transportation, or general transportation? Will the airfield be in a potentially hostile area? If so, should the vehicle be a HMMWV?

A4.1.23. Do you require a filing cabinet for storing records, administrative supplies, etc.?

A4.1.24. Will you require a secured storage cabinet for storage of ammunition/weapons?

A4.1.25. Will you require sunscreen?

A4.1.26. Will you require cold weather gear (hats, parkas, boots, watch caps, long underwear)?

A4.1.27. Will you require chemical warfare gear?

A4.1.28. Do your people have the required passports, visas, orders, ID cards, military driver's licenses, AF Form 483, **Certificate of Competency**?

A4.1.29. Do you know the location of Base Operations at the deployment location and will the location create any logistical problems not previously identified?

A4.1.30. Do you have a current pavement evaluation for the deployment location?

A4.1.31. Are FLIP entries correct for the deployed location?

A4.1.32. Are obstacle clearances for the deployed location within civil engineering tolerances?

A4.1.33. Have you reviewed Foreign Clearance guide requirements?

A4.2. Familiarizing yourself with the plans you are tasked to support will help you determine the type of equipment and materials you will require on locations.

Attachment 5

SUBJECT INDEX

Attachment 6

SAMPLE AIRFIELD DESIGN CRITERIA

Figure A6.1. Airfield Design Criteria.